

Agricultural Marketing Service  
Cotton Division  
Marketing Services Office  
Computer Operator  
GS-332-3

SJ CN2

## INTRODUCTION

This position is located in the Marketing Services Office of the Cotton Division which is responsible for cotton classing. The incumbent operates, controls and monitors the computer and peripheral equipment for the recording of cotton classing.

## DUTIES AND RESPONSIBILITIES

The incumbent performs the following duties:

- Readies the computer and peripheral equipment for operation.
- Controls and monitors operations during machine processing.
- Takes prompt action in response to programmed instruction, machine failure, etc.
  
- Enters commands for various programs to produce reports.
- Operates and monitors peripheral equipment such as keypunch machine and printer.
- Loads and unloads disks; transfers information from permanent to floppy disk and if floppy disk is damaged, makes new floppy disk from permanent disk.
- As advised by customer engineer, enters command, makes minor mechanical adjustments, and similar actions to correct problem, reports success or failure to technical personnel.
- Searches printed error reports, identifies errors and punches correction cards.

## EVALUATION FACTORS

1. Knowledge Required by the Position:

The position requires the incumbent to have a knowledge of computer operating rules and procedures and knowledge of basic commands to operate a small computer system. Incumbent uses knowledge to operate a single computer console keyboard and display and a few peripheral devices, such as card punch reader and printer.

2. Supervisory Controls:

Within established procedures the employee independently performs work without specific instructions, and makes minor adjustments based on past experiences and practices.

3. Guidelines:

A number of written guidelines such as operating manuals and procedures and agency instructions exist and selection of appropriate guideline is usually clear.

4. Complexity:

Incumbent performs tasks that are clear cut, repetitive, and directly related, such as entering commands for various interrelated reports.

5. Scope and Effect:

Incumbent performs specific, repetitive tasks in operating a small, single-purpose computer and operating on-line peripheral equipment.

6. Personal Contacts:

Personal contacts are with other employees in immediate unit and computer technicians.

7. Purpose of Contacts:

The purpose of contacts is to provide or exchange information such as status of job, equipment problems, or to explain established work procedures.

8. Physical Demands:

The work is usually sedentary, although it requires some walking, standing, bending, and lifting light items.

9. Work Environment:

The work area is adequately lighted and ventilated. The work involves the common risks or discomforts requiring normal safety precautions typical of offices.